**WORKSHOP PACKET**

**The workshop packet you hand to your participants should include…**

* an introduction
* all the learning activities that are presented (this should include how it was introduced, how to lead it, what materials are needed, and how to close) with teacher reflections
* supplemental materials and resources

**Important things to remember:**

* Your packet should be detailed enough so that the participant do not need to write down any notes during the presentation.
* Let the participants know that they will be getting this packet or introduce the packet to them at the beginning of your workshop.
* You want him/her to be able to take what they learn and apply it to their situation immediately so make it detailed.
* It is helpful for the font to be big enough for the teachers to see.
* Make sure the formatting is not only interesting, but highlights what needs to be highlighted (different colors, boxes to set information apart, shading, bold heading, change in font, bullet information)
* Let them know you can email your power point to them (if they fill in the post-evaluation)

**WORKSHOP PACKET COMPONENTS**

The introduction can include:

* Contact information
* Table of content
* The title of the workshop
* A summary of the workshop
* A justification on why this workshop is important – both theory and practice. Reasoning why this topic is valuable?
* The purpose of the workshop
* The outcomes of the workshop
* The standards addresses – Fine Art and Curriculum (both state and common core curriculum if possible)
* Objectives covered – knowledge and skill
* Definition of Arts Integration
* Art elements

The Learning Activities can include:

* Name of the Activity
* Short description on the purpose
* The objectives
* Clear and detailed description of each step that needs to be taken to lead this activity
* Any helpful notes – what to watch out for, what can happen, suggestions, classroom management tips
* Reflections after each activity – this can also include questions you would ask the students
* Explanation on how to model – I do, we, do, you do; before, during, after
* Clarify how it connects to the curriculum

Supplemental Materials/Resources can include:

* Assessment tools
* Bibliography
* Online resources
* List of materials you used and where to get them – video, CD, supplies, etc.
* Glossary of art terms
* Define curriculum terms
* Lesson extension
* Any materials necessary to complete this lesson (excerpts from books or articles needed, pictures, hand outs for students, etc.)